TN | Department of **Education** | College, Career and Technical Education

Guidelines for Secondary Placement (5S1) Follow Up and Data Reporting

Secondary Placement (5S1) is one of the Performance Indicators required as part of the Carl D. Perkins IV Career and Technical Act of 2006. The data reporting for this measure is conducted after concentrators have graduated from high school.

For the 2016-17 school year, Tennessee will be reporting placement of graduated concentrators (2015 - 16 graduates) in

- postsecondary education or advanced training.
- military.
- employment.

There are two action steps to that must be taken in order to complete data reporting for Secondary Placement (5S1):

1. **Conduct Follow Up Survey.**
2. **Report Survey Results.**

Each of these action steps and associated procedures is detailed below along with the timeframe for completion of all actions.

Action Step	Procedures
Timeframe for completion of <u>ALL</u> actions steps: Jan. 25– March 1, 2017	
Conduct Follow Up Survey.	A. Prepare concentrator list for follow up. B. Download follow up survey form. C. Download follow up log. D. Conduct the survey. E. Maintain all supporting documents.
Report Survey Results.	A. Enter survey results into eTIGER. B. Approve system follow up data. C. Generate follow up report.

Action Step Procedures

1. Conduct the Follow Up Survey.

Each CTE concentrator who graduated in the 2015-16 school year must be surveyed in order to determine their current placement. In order to properly conduct the survey, these procedures must be followed.

A student who concentrates in CTE earned three or more credits within a program of study or a career cluster. (Students who earned concentrator status prior to the 2013-14 school year will have concentrated within a program area rather than a career cluster. For the purposes of this document, these terms are synonymous.)

A. Prepare Concentrator List for Follow Up.

In eTIGER, the follow up data entry screen generates a list of CTE concentrators to be included in the follow up survey based on the grade in which each student became a concentrator. For example, a student who was in the 11th grade in the 2014-15 school year and was reported as a concentrator in that year would be expected to graduate in the 2015-16 school year and would be included in the list for a follow up survey in 2016-17.

The CTE concentrator follow up list that is generated must be reviewed for accuracy and may need to be adjusted due to
- early graduation.
- delayed graduation.
- duplication of student name(s) due to concentration status in more than one program of study or career cluster.
- duplication of student name(s) in the same program of study or career cluster.

To **generate** the CTE concentrator follow up list for 2016-17:
1. Log on to eTIGER.
2. Click on "Follow up Entry" under "School/Course Rosters."
3. Select school year **"2016-17."**

To **review** and **update** the CTE concentrator follow up list for 2016-17:
1. Review the list to determine if concentrators who **graduated early** are missing.
2. If one or more concentrators who graduated early are missing
   a. click on "Follow Up Entry" and select the "Report Year" of 2017-18 if the student will graduate a year early; 2018-19 if two years early, etc.
   b. click on "Generate List."

c. Change the "Report Year" of the affected concentrator(s) to "2016-17."
d. Click "Save Follow Up Data" at the bottom of the screen when all changes have been made.
e. Repeat steps to generate a CTE concentrator list for 2016-17 to ensure that updates have been made and concentrators who graduated early are now included (updates may not take effect until the next business day).

3. Review the list to determine if concentrators with a **delayed graduation** date are included.

4. If one or more concentrators did not graduate in 2015-16 because of a delayed graduation, but are included on the list:
   a. Change the "Report Year" to "2017-18" (if student(s) is expected to graduate a year late).
   b. Click "Save Follow Up Data" at the bottom of the screen.
   c. These concentrators will be removed from the 2016-17 CTE concentrator list and will now appear on the 2017-18 CTE concentrator list.
   d. Generate the 2016-17 and 2017-18 CTE concentrator lists again to ensure corrections have been made (updates may not take effect until the next business day).

5. Review the list for **duplicate concentrators** (students may be listed more than once if they became a concentrator in more than one program of study or career cluster or if they were mistakenly identified more than once within the program of study or career cluster).
   a. Students **correctly** identified as a concentrator in more than one program of study or career cluster will remain on the CTE concentrator follow up list, but should be surveyed only once and follow up data will be entered only once (data entry instructions for these students is included in Action Step 2 on page 5).
   b. Students **incorrectly** identified as a concentrator in the same program of study or career cluster must have their records corrected so they appear on the CTE concentrator follow up list only once.
      i. Record the school name, student name, state ID, course number, and year the course was taken for the duplicate student concentrator(s).
      ii. Return to the "School Course Listing" to select the course(s) and change the concentrator status of all affected students (you may need to un-attest the class to allow for any updates and re-attest the class when all updates are completed. In addition, the CTE director may also need to place a request to CTE.eTIGER@tn.gov for unlocking the eTIGER reported data to make the changes).
      iii. Click on "Follow Up Entry" and select 2016-17 as the "Report Year" to generate an updated CTE concentrator follow up list.
      iv. Review to ensure removal of all incorrectly identified concentrator records (updates may not take effect until the next business day).

6. When all necessary changes have been made, generate a final 2016-17 CTE   concentrator follow up list that includes all concentrators who graduated in the 2015-16 school year. These are the students you must reach out to in order to obtain placement data.

B. Download Follow Up Survey Form.

The division of college, career and technical education has developed a [sample follow up survey](#) for use in collecting follow up data from graduated CTE concentrators. The sample survey has been designed to determine if a student was placed into

- postsecondary education or advanced training.
- military.
- employment.

LEAs may utilize the sample form or create their own data collection instrument as long as all of the data fields included on the sample form are be included.

C. Download Follow Up Log.

To assist in logging CTE concentrator follow up data, the division of college, career and technical education has created a [sample follow up log](#) for use in tracking attempts to communicate and information collected. The use of this log is optional, but support for communication attempts must be collected and maintained in some manner.

D. Conduct Survey.

Each concentrator is to be sent a survey through email or regular mail. If no response is received, a minimum of two additional contacts should be made and attempts to communicate must be documented.

E. Maintain All Supporting Documents.

All supporting documentation demonstrating dissemination methods, number, and type of communications and data collected must be maintained for a minimum of five years.

2. Report Survey Results.

Data collected through the CTE concentrator follow up survey must be entered and approved in eTIGER by COB March 1, 2017. The following procedures should be followed when entering data.

A.   Enter Survey Results.
1. Click "Follow Up Entry" under "Class/Course Rosters."
2. Select "Report Year" 2016-17.
3. Click "Generate List."
4. For students who were correctly identified as concentrators in more than one program of study or career cluster and were identified previously as having duplicate records:
   a. Enter survey data into the student concentrator record that directly relates to their placement (i.e. the placement is directly related to the area of concentration).
   b. Check the "Exclude" box on all duplicate concentrator records and enter "Duplicate" in the comment box (this will exclude the duplicate records from the Follow Up Report).
   c. No additional data should be reported for excluded records.

5. Enter follow up data collected for each concentrator that is not indicated as "Excluded."
   a. Check the "Grad" column if the student graduated (only graduated concentrators will be included in Performance Indicator 5S1).
   b. Check "Post Sec/AT" if student is attending Postsecondary or Advanced Training (AT)
   c. Select the Postsecondary Institution or Advanced Training Institution the student is attending (note: a Postsecondary Institution or Advanced Training Institution is a community college, Tennessee College of Applied Technology, four year college/university, apprenticeship, private cosmetology school or private technical school).
   d. Check "Took Remedial Courses" if the student was required to take postsecondary remedial courses.
   e. Check "Used Dual Credits" if the student used any dual credits earned.
   f. Check "Tech Prep" if articulate course credits/dual credit was awarded.
   g. Check "Lic or Cert" if any postsecondary licenses or certificates were awarded.
   h. Check "Mil" if the student entered the military.
   i. Check "Empl" if the student is currently employed.
   j. Check "Not Plac" if the student is currently not in postsecondary education/training, military or employed.
   k. Check "Not Loc" if the student could not be reached or did not respond to the survey.
   l. Check "Other" if the student is in another situation and indicate his/her status in the "Comments" column.
   m. Check "Related to High School CTE" if the postsecondary education/training, military or employment is related to the CTE are of concentration.
   n. Check "Exclude" if the student should be excluded from the Follow Up Report (duplicate concentrator) and indicate the reason in the "Comments" column.
6. Click "Save Follow Up Data" to save data (there is a 20-minute timeout period in eTIGER, so save your data frequently).

B.   Approve System Follow Up Data.
1. Click "District Approval" under "Utilities" making sure to select the 2016-17 school year.
2. Click "Approve Follow Up Correct" to approve the follow up data (all data will be locked after clicking).
3. To modify follow up data, click "Cancel Approved Follow Up Correct."
4. When all modifications are complete, click "Approve Follow Up Correct" to lock data (only approved data will be included in the CTE Report card and CAR).

C.   Generate Follow Up Report.
1. Click "Follow Up Report" under "Reports" and select the correct school year to generate the follow up report (the report may   not be updated until the following business day).
2. Follow up reports can be generated for the school, program of study, or career cluster (narrowing the report focus will speed up the processing of the report).
3. You may also produce a follow up report that includes or excludes students marked "Excluded" by checking or unchecking "No" under "Report Excluded."
4. The follow up report includes response percentages for specific data fields (i.e. Graduated, Postsecondary/Advanced Training, Took Remedial Courses).
5. The follow up report can be saved in HTM/HTML format and accessed as an Excel file.

Questions regarding these guidelines should be directed to CTE.eTIGER@tn.gov.